**Publisher – Lesson 4 Guided Notes**

* On what tab and group are the commands for inserting graphics?
* What do you use to resize graphics?
* What should you use to maintain the graphic’s proportions?
* What key do you hold down to keep the center stationary while using the sizing handles?
* What do you use to resize the graphic to an exact measurement?
* How many items can the clipboard hold?
* What tab and group are the cut, copy, and paste commands located on?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a graphic allows the user to trim portions of the artwork in order to modify it to better fit the needs of the publication.

The Crop, Fit, Fill and Clear Crop (removes cropping) commands are found on the Picture Tools \_\_\_\_\_\_\_\_\_ Ribbon in the \_\_\_\_\_\_\_\_\_\_\_ Group.

Objects can be \_\_\_\_\_\_\_\_\_\_ using the \_\_\_\_\_\_\_\_ Ribbon, Arrange \_\_\_\_\_\_\_. First, click on “Relative to Margin Guides” and then align the object to the left, center, right, top, middle or bottom.

A **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**is a selection of multiple objects that can be modified as a single unit.

* On what tab and group is the GROUP command located?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** objects in a publication enables objects of any type to overlap one another.

Objects may be \_\_\_\_\_\_\_\_\_\_\_ using the Rotate commands in the Arrange group on the \_\_\_\_\_\_\_\_\_\_\_ Ribbon or by using the rotation handle.